

Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, January 12, 2011, at 6 P.M. at the Council Chambers
826 N. Main Street Cottonwood, Arizona

CALL TO ORDER

Planner Scully called the meeting to order at 6:08 p.m.

ROLL CALL

Historic Preservation Commission Members Present

Glenda Farley	Ryan Bigelow	Tim Elinski
Greg Ruland	Karen Leff	Carol Anne Warren

Annabel Sclipa was absent

Staff Members Present

Charlie Scully, Community Development, Long-Range Planner
Leslie Wager, Community Development, Administrative Coordinator/Recorder

INTRODUCTION OF MEMBERS

Planner Scully stated he would be the representing Staff member from Community Development to assist the Commission. Planner Scully introduced Leslie Wager from Community Development who will be the recorder for the Commission.

Glenda Farley, a fifth generation resident of Cottonwood stated when the town closed down in the fifties she moved to Flagstaff, eventually moving back to Cottonwood. Glenda has been collecting stories of Cottonwood since she was a kid.

Ryan Bigelow is originally from Bend, Oregon. Ryan has lived in Cottonwood for three and a half years. He is employed with the City of Cottonwood Parks and Recreation Department. Ryan has a degree in History and felt joining the Commission would give him the opportunity to use his education.

Tim Elinski is a third generation Arizonian who grew up in Payson. Tim previously served on the Planning and Zoning Commission and currently holds a seat on the City Council which he has held for the past five years. Tim owns a small restoration business in Cottonwood. Tim is excited about the Commission and happy to have Charlie Scully as the representing Staff member.

Greg Ruland has lived in Cottonwood for six years and is a local newspaper reporter. Greg served on the Sedona Historic Preservation Commission for three years. Greg is happy to see Cottonwood establish this Commission and is also pleased Charlie Scully will be the representing Staff member.

Karen Leff grew up in Michigan, however, has been in and out of Arizona since the seventies at which time lived in Cottonwood. Karen spent two years in Tombstone, Arizona and moved back to Cottonwood in the eighties. In 1996 Karen opened the Cottonwood Hotel in Old Town and was part of the Main Street Program. Karen has always had an interest in the history of Cottonwood and is excited to have the Historic Commission.

Carol Anne Warren is a third generation Arizonian who moved to Cottonwood thirty-four year ago. Carol Anne is a real estate broker and stated she has always been drawn to old houses.

NEW BUSINESS

1. Discussion and presentation from Staff regarding open meeting law, conflict of interest and other state and local laws and policies pertaining to the conduct of the Commission Members.

Planner Scully stated the material/handbooks given to the Commission is a foundation of how City Commissions operate. The handbooks provide rules, procedures, outlines, responsibilities, duties and a scope of the mission. As an official City Commission there are opportunities of getting things done, however, there are responsibilities to operate under state laws. Planner Scully stated the rules/procedures will be discussed more as the Commission works through meetings.

Planner Scully stated the Open Meeting Law is to address the issue that public business needs to be conducted in public. Things discussed in meetings are not to be discussed outside of the meetings. Planner Scully stated this Commission will be addressing policy issues involving people's properties.

Planner Scully stated the new State Laws involving communication states email from Commissioner to Commissioner is not allowed about topics on the agenda, email s are not private. If a Commission Member has something they would like to share with the other Commission Members they need to send it the Charlie Scully so it becomes part of the record, they cannot send it out themselves.

Planner Scully stated in regards to Conflict of Interest, any agenda item where you or a family member have substantial financial or property interests in the decision, you will need to pull yourselves from the discussion. More will be discussed about Conflict of Interest at a later date.

Planner Scully stated the Riggins Rules stated in the handbook received is used all over the country. Riggins Rules states good ideas on how to deal with the public and conduct yourself as

a Commission Member. Tim Elinski added when becoming a City Council Member he was told, "Do not say anything you would not want seen on the front page news". Elinski stated as a Commission member you are no longer just a citizen. Elinski advised not to debate before or after a meeting, you need to wait until the meeting to discuss items. Elinski stated with public meetings, everything is public, even emails can end up in the paper.

Greg Ruland noted when in his seat for the Commission he is not a reporter. Ruland stated he will not, at any point, write an article on the Historic Preservation Commission. Ruland added we are public figures now; any negative attention on ourselves is negative attention on the City.

2. Discussion and presentation from Staff regarding the powers and duties of the Historic Preservation Commission as described in Ordinance 566.

Planner Scully stated Ordinance 566 established this Commission.

Planner Scully stated the duties of the Commission fall under two general categories. The first category is the technical side, including legal issues and design guidelines. The second category involves documenting meaning/significance and includes promotion and education. Planner Scully noted these categories will be discussed in more detail at future meetings.

Planner Scully stated one objective of the Commission will be to become part of the CLG (Certified Local Government) program, which is a national program managed through the State Historic Preservation Office (SHPO) set up to offer local communities' assistance and grant/funding opportunities for historic preservation. The CLG requirements include establishing a historic preservation commission, developing local ordinances to designate and protect historic properties, maintaining a system for survey and inventory of historic properties, and providing procedures for public participation in the program. Additional program objectives could include working to identify and list properties on the National Register of Historic Places and working on educational programs, such as through National Historic Preservation Month activities in May.

Planner Scully stated he will contact the State Historic Preservation Office about the possibility of setting up a presentation for this Commission.

Planner Scully stated there are a lot of big projects this Commission will be handling. Planner Scully noted his role is to work as a resource for the Commission, providing background information of projects.

3. Appointment of Chair and Vice Chair.

Greg Ruland nominated Tim Elinski as the Chair and Glenda Farley as the Vice Chair. Glenda Farley nominated Tim Elinski as the Chair and Greg Ruland as the Vice Chair.

Tim Elinski agreed with Glenda Farley on her nomination for Greg Ruland as Vice Chair.

Chairman

Motion: To appoint Tim Elinski as the Chairman of the Historic Preservation Commission

Made by: Commissioner Ruland

Second by: Commissioner Leff

Vote: Unanimous

Vice Chair

Motion: To appoint Greg Ruland as the Vice Chair of the Historic Preservation Commission

Made by: Commissioner Warren

Second by: Commissioner Leff

Vote: Unanimous

4. Setting of regular meeting time for Commission meetings.

Planner Scully stated the Commission needs to decide on a meeting time and place. Planner Scully noted the need for a facility that has power point and recording capability. Greg Ruland inquired if the Commission would be meeting once a month. Planner Scully stated yes, typically once a month. The Commission agreed unanimously to hold their regular meeting on the second Wednesday of the month at 6 p.m. in the City Council Chambers located at 826 North Main Street.

INFORMATIONAL REPORTS AND UPDATES

Planner Scully proposed the next meeting topics as follows; work program, how to prioritize these issues, strategic plan for next year, guide to work by, and ideas of other projects to work on. Planner Scully stated he would recommend starting with one building in attempting to have it placed on the National Register of Historic Places.

Glenda Farley stated people need to know the history behind the buildings in town. Planner Scully stated we now have the Commission to make people listen and learn the facts.

General discussion took place in regards to different buildings around Cottonwood that do have or could have Historic status.

CALL TO THE PUBLIC

There was no public present to comment.

Planner Scully stated the call to the public can either take place at the beginning of the meeting or at the end.

ADJOURNMENT

Planner Scully adjourned the meeting at 7:48 p.m.